



P.O. Box 1700, Abbotsford, BC V2S 7E7
Phone (604) 851-7212, Toll Free 1-800-976-8388, FAX (604) 853-8951
Email: distanced@summitpacific.ca / Website: <https://de.summitpacific.ca>

EXAM SUPERVISOR APPLICATION FORM INSTRUCTIONS

The Student Must:

- Be responsible to locate an Exam Supervisor and set up appointments for midterm and final exams.
- Be responsible for reimbursing the Exam Supervisor for postage costs for mailing the exam to the College.

The Exam Supervisor May Be:

- A Pastor
- Church Secretary
- Board Member
- Professional Teacher (elementary, secondary or post-secondary)
- Professionally employed Librarian

The Exam Supervisor Must:

- Not be related to the student or living in the same household as the student or dating the student.
- Not be a student enrolled in Summit Pacific College or Summit Pacific College's Distance Education Program.
- Not be an employee of the student, be under the supervision of the student, nor receive any form of remuneration for the service.
- Not an employer or supervisor in a paid position.
- Have at least one telephone number where they may be contacted for questions or concerns.

The Exam Supervisor Must:

- Monitor the student's progress at all times during the examination.
- Report to the College any academic dishonesty during the exam.
- Ensure the secrecy of the exams from the time of their arrival until they are returned to the College.
- The student may not have contact with the exams, except during the time when they are taking the exam under the exam supervisor's supervision.
- All exams and related documents are the property of Summit Pacific College and may not be reproduced in any form.
- On completion of the exam, place the exam in the return envelope, seal it, and sign over the envelope flap to ensure that the exam has been secured since it left the student's hands.
- The exam supervisor is responsible for mailing the exam back to the college. The student is responsible for providing the proper postage to the exam supervisor at the time of the exam.

Once the Exam Supervisor has been approved:

- Exams will be mailed to the exam supervisor's home address.
- Exams will not be mailed to Churches or places of employment.

Procedure for applying for Exam Supervisor

Please arrange for your exam supervisor well in advance of when you expect to write your exam. This will facilitate prompt handling of your exam. Please fill out the student information section of the application form and sign it. Have your Exam Supervisor fill out and sign the Exam Supervisor section of the application form. Return the form to the college by email or mail. If your Exam Supervisor is approved the exams will be immediately sent to the Exam Supervisor's address. If for some reason the Exam Supervisor you have chosen is unacceptable to the college, you will be immediately notified and a new application form will be sent to you.



EXAM SUPERVISOR APPLICATION FORM

Failure to correctly enter ALL relevant information below will result in the exams not being sent.

Exam Supervisor Information

Name: _____

Email: _____

Relationship to Student: _____

Occupation: _____

Address: _____

City: _____ Prov/State: _____ Postal Code: _____

Home Telephone: _____ Work Telephone: _____

I certify that I am willing to serve as a *volunteer* exam supervisor for the student listed below.

Signature: _____ Date: _____

Student Information

Name: _____

Email: _____

Relationship to Exam Supervisor: _____

Occupation: _____

Address: _____

City: _____ Prov/State: _____ Postal Code: _____

Home Telephone: _____ Work Telephone: _____

I certify that all of the information given on this form is true and that I will abide by the policies of Summit Pacific College Distance Education.

Signature: _____ Date: _____

If you have any questions about the material covered in this document, please contact the Summit Pacific College Distance Education Office at (604) 851-7212 or by email: distanced@summitpacific.ca

Return this form to:

distanced@summitpacific.ca

Or by mail to:

Summit Pacific College - Distance Education

P.O. Box 1700

Abbotsford, BC V2S 7E7

The personal information of the student and exam supervisor is collected to provide for suitable oversight of exams for students enrolled in Summit Pacific College's Distance Education Program.

It is collected in accordance with Summit Pacific College's Personal Information Privacy Commitment and Policy and is used only for the purpose of assigning suitable exam supervisors.

If you have any questions about the collection of your personal information, or your privacy, please contact Summit Pacific College's Privacy Officer, Melody Deeley, at (604) 851-7225 or at 1-800-976-8388 (mdeeley@summitpacific.ca). Summit Pacific College's Personal Information Privacy Commitment and Policy is accessible at www.summitpacific.ca or by request from the Privacy Officer.

Please read the instructions on the back of this page.